Ashton & Jared  
Block: 2  
March 24, 2010

*Tutorial for PowerPoint Picture, Videos, etc.*

Step 1: Locate the start button in the lower left hand corner of your screen. Left click it.  
Step 2: Left click Programs it will bring you to a side bar.  
Step 3: Locate Microsoft Office; put your cursor over it, it will bring you to a side bar again.  
Step 4:Locate Microsoft PowerPoint 2007 and left click it.  
Step 5: A PowerPoint Presentation should appear.  
Step 6: Go to the top left hand corner you should see a home tab, insert tab etc. Left click on insert.  
Step7: Once you left click you will see everything you can insert on that page. Let’s test it out. Left click on clip art.  
Step 8: A bar will appear on the right side, you can type anything you want into the search bar. Let’s put “cat.” Left click enter. Now as many pictures the computer can find it will show you below.  
Step 9: Once you find one you like you can just click the picture and it will appear.  
Step 10: Now let’s try inserting a table. Go back to the insert tab as stated in step 10. Left click on it.  
Step 11: Drag your mouse to create the size table you want. Let’s make a six by six. Just left click.  
Step 12: We can try a picture too. Left click on picture. Insert from file. If you have a picture great if not click on the folder sample pictures and insert.  
Step 13: Repeat each step but left click on the different buttons including, photo album, movie, smart art, word art, shapes, chart, text box, header footer, sound, date & time, slide number and object.